

MAILING INSTRUCTION FORM

PO Box 41050  
Olympia WA 98504-1050

(please print)

AGENCY	PO BOX NO.	DATE
CONTACT PERSON		PHONE NO.

ENTER CHARGE BACK CODE or PLACE BARCODE LABEL HERE

FEDERAL MAIL	OVERNIGHT MAIL DELIVERY	SPECIAL SERVICES
<p>Letter-size domestic mail is sent presort unless marked otherwise. Other sizes (flats and parcels) MUST be marked with the class desired.</p> <div><div><input type="checkbox"/> <b>1st-Class Presort</b> (perform move update and forward mail)</div><div><input type="checkbox"/> <b>1st-Class Presort</b> (perform move update and return mail)</div><div><input type="checkbox"/> <b>1st-Class Same Day</b> (will be sent full rate if received after 1:30 p.m.)</div></div> <div><div><input type="checkbox"/> 3rd-Class (Standard A)</div><div><input type="checkbox"/> 3rd-Class Bulk (Standard A)</div><div><input type="checkbox"/> Other:_____</div></div> <div><div><input type="checkbox"/> 4th-Class Book (Standard B)</div><div><input type="checkbox"/> 4th-Class Library Rate (Standard B)</div><div><input type="checkbox"/> 4th-Class Parcel Post (Standard B)</div></div>		

**Note:** If you choose CMS' FASTforward Move Update System, we will forward your corrected mail pieces unless you choose to have them returned to your mailroom. Please be certain of your requirements when making 1st-Class Presort selections.

JOB NO.	Insert jobs: <input type="checkbox"/> Fold <input type="checkbox"/> Label <input type="checkbox"/> Burst <input type="checkbox"/> Trim	No. of pieces per envelope _____	(Please provide a sample of the finished job.)
	Return extras: <input type="checkbox"/> No <input type="checkbox"/> Yes	To:	

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Instructions for Preparing Mail	Assistance
<b>Multiple Letters and Flats</b> <ol style="list-style-type: none"><li>1. Separate the mail by charge code number and bundle into the following categories:<ul style="list-style-type: none"><li>■ Same day letters</li><li>■ Same day flats</li><li>■ Presort letters</li><li>■ Presort flats (large envelopes)</li><li>■ International mail</li><li>■ Special service mail: e.g., certified, insured</li><li>■ Campus mail (no mailing instruction form required)</li><li>■ Pre stamped (no mailing instruction form required)</li><li>■ Insert jobs</li></ul></li><li>2. Complete and attach Mailing Instruction Form (this form) for each bundle.</li><li>3. Place the correct account number on each form.</li></ol>	<p>If you need assistance, please call:</p> <p>Customer Service ..... (360) 664-9506</p> <p>Outgoing Mail Service ..... (360) 664-9619</p> <p>Insert Section ..... (360) 664-9618</p> <p>Campus Mail Service ..... (360) 664-9617</p> <p>Distribution ..... (360) 664-9616</p> <p>CMS Supply Line ..... (360) 753-5443</p>

Note: **When sending large mailings please notify your driver or call the distribution office.**

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